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CENTRAL INTELLIGENCE AGENCY

WASHINGTON, D. C. 20505

*file*  
*visiting group*  
*M.I.T.*

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PUBLIC AFFAIRS

Phone: (703) 351-7676

5 July 1984

Mr. Charles L. Gholz  
Oblon, Fisher, Spivak,  
McClelland, & Maier  
1755 Jefferson Davis Highway  
Arlington, VA 22202

Dear Mr. Gholz:

I am pleased to confirm the visit of the MIT Club of Washington to CIA Headquarters on Thursday, 13 September, from 8:00 - 9:30 p.m. Mr. James Hirsch, Associate Deputy Director for Science and Technology, plans to address the role of Science and Technology in the intelligence process. [redacted] a veteran of many years of intelligence experience, will give an overview of the Agency.

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Please inform your members that they should enter and exit CIA at the Route 123 entrance (see attached map). In order to allow the time necessary to identify and process your members, please ask them to begin to arrive by 7:15 p.m. Members of our staff plan to meet you on arrival and to be available to help throughout your visit.

To satisfy our security requirements, I ask that at least ten days in advance of your visit I receive an alphabetized list of all attendees with full name, home address, date and place of birth, and social security number for each. Please also include a brief statement from you that all are U.S. citizens, since we are not prepared to accommodate foreign nationals. In regard to your question on age requirements, all attendees must be at least 17 years old.

Each individual should plan to bring some form of identification with photograph to show to the receptionist upon entering the building. If you will let me know of any handicapped persons who will attend, I will make special arrangements to assist them. Parking will be available in lots adjacent to the building. It will help to know in advance the approximate number of vehicles you will be arriving in. Buses or vans should plan to stay here for the duration of your visit (otherwise, special arrangements must be made with the gate, which means an even earlier arrival). I apologize in advance for any inconvenience that may be caused by the construction of our new Headquarters addition.

The Agency allows neither hazardous equipment--such as weapons or explosives--nor cameras, recording devices, or radio transmitters to be brought into the building, which I guess should go without saying. Nevertheless, to save embarrassment, you might mention these things to our guests.

Mr. Charles L. Gholz

Also attached is a checklist summarizing these details, which I hope will assist you in making arrangements. I am sorry we are unable to accommodate your request for refreshments, but we are simply not equipped to provide such service. Nevertheless, we look forward to your visit. If you have any further questions, please do not hesitate to call me at 703-351-7676.

Sincerely,



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Public Affairs

Attachments:

- A. Map to CIA
- B. Checklist

cc:



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